

PAD 75/61

30 November 1961

MEMORANDUM TO: PAD Branch and Staff Chiefs

FROM: Chief, CIA/PAD(NPIC)

SUBJECT: Trip Training

In conjunction with the in-house basic training program presently being established in PAD, a second phase of the overall program will be the establishment of a coordinated approach to the external trips utilized for training.

At present, trips taken for training purposes by PAD personnel have been mainly on an ad hoc basis with no coordinated goal established. Further, this training has been distributed to PI personnel on a somewhat unequal basis. In order to coordinate more fully this phase of training, equalize opportunities between all members of the division and establish a trip program with prescribed goals, you are requested to submit a proposed trip training program as it relates to your branch to the Chief, CIA/PAD(NPIC), by 2 January 1962.

This program should cover all phases of training sequentially from proposed orientation tours for new members of the division through tours of installations of interest only to persons of advanced specializations. Each proposal will provide a brief description of what training the trip will accomplish and will list all installations to be visited by name.

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